

**Town Meeting Coordinating Committee Meeting
Minutes from May 22, 2009**

1. **Call to Order:** This meeting began at 4:05 pm. Present at the beginning of the meeting were Peggy Roberts, Judy Simpson, Nonny Burack, Mary Streeter and Carol Gray. Harry Brooks and Dorwenda Bynum-Lewis arrived a half hour late because the meeting posting had listed the wrong room. Larry Shaffer was present for the first half of the meeting.
2. **Minutes of May 1:** Nonny moved and Harry seconded that the minutes of the May 1 TMCC meeting be approved as amended. The vote was unanimous.
3. **Meeting with Town Manager:** Larry gave us a brief budget update. The final language for the meals and hotel taxes has not been passed yet at the state level but once it does, a special Town Meeting will be scheduled to vote on these taxes. This could be late June, but it's unclear exactly when the state law would be finalized.

Members reviewed the history and procedure of setting up educational forums. There was discussion of how the Human Services forum evolved and the various roles people played. Harry asked Larry if he had any ideas about how TMCC could better assist with Town Meeting. Larry suggested a forum about the budget that could be a question and answer session with him after he issues his budget in January.

There was discussion about TMCC's request to be present at the planning meetings for Town Meeting (i.e., the meetings listed on the schedule that include chairs of various committees and town staff.) The string of attendees listed on the Annual Town Meeting Checklist are Town Manager, Select Board Chair, Town Counsel, Finance Director, Finance Committee Chair, Director of Conservation & Development, Planning Director, and Town Moderator. It was pointed out that TMCC members are elected twice, in the town election as members of Town Meeting and then as members of TMCC by Town Meeting members for the purpose of providing leadership and organization for Town Meeting. Larry said it was fine with him to have TMCC included. Larry said he would discuss this with the moderator. Larry said he favors transparency and that as long as TMCC understood that the warrant and Town Meeting planning were in flux during these planning meetings, he has no problem with TMCC being present.

There was discussion about TMCC's request to put stickers on the outside of the Town Meeting packets alerting people about upcoming TMCC events. Judy and Nonny suggested that TMCC members or other volunteers do this in advance of the staff stuffing the packets. It was reported that it would only cost \$15 to do stickers which was much cheaper than the \$72 it would cost to send out a reminder postcard about TMCC events. Larry said he would agree to TMCC putting stickers on the envelopes as long as staff did not have to worry about it.

Members thanked Larry for coming and requested a meeting with him at least once annually. Larry is very willing to meet with TMCC.

4. **Planning Ahead:** Judy handed out a list of suggested dates for steps in planning Fall Town Meeting and TMCC events that she got from Stephanie O'Keeffe. It was discussed that TMCC would like to be notified about this Select Board meeting and have a TMCC member be present. Peggy will contact Stephanie about this and will ask to be notified of when the Select Board is dealing with this issue.
5. **Outlines of TMCC jobs:** Peggy collected write-ups from Mary and Nonny describing work they have done and Carol will email an outline of what is entailed in planning for the forums and the bus tour.
6. **Addressing complaints/suggestions to TMCC:** Several TMCC members reported having been approached, phoned or emailed by other Town Meeting members with complaints: 1) there not being adequate time for discussion of articles prior to voting on them and that there wasn't enough balance with discussions; 2) there not being adequate time after the moderator called a vote to determine if there were the required number of people for a tally vote or if someone doubted the vote. One TMCC member had watched the replay of the most recent Town Meeting and determined that it was only 4 seconds on one vote before it was determined that there would be no tally vote. The suggestion was that there be a 10 second wait period after a vote to allow people who might want to request a tally vote to do so. Regarding the first complaint, it was recommended that Town Meeting members be asked to hold up red and green cards during discussion and be recognized by the moderator by alternating red and green. Peggy said she would send an email to the moderator and the substitute moderator conveying these suggestions based on concerns from Town Meeting members.
7. **Town Meeting Display for the 250th anniversary:** This item was postponed to the next meeting.
8. **TMCC Elections:** The deadline for running for TMCC is May 29.
9. **Town Meeting web page for TMCC:** Mary showed the TMCC page she's been working on and edits were suggested.
10. **Setting upcoming meetings:** The next meeting will be for old and new TMCC members. The moderator will be invited to meet with TMCC soon after Town Meeting. The date proposed for the next meeting is Tuesday, June 30 at 4:30pm.
11. **Adjournment:** Harry moved and Carol seconded that we adjourn. The vote on the motion was unanimous and the meeting was adjourned at 5:55pm.

Documents Distributed at the meeting:

1. Agenda for today's meeting.
2. Minutes from May 1, 2009.
3. Planning Ahead chart done by Judy listing dates for planning events leading to Fall Town Meeting.

Carol Gray, Secretary